

Commonwealth of Virginia
Department of Social Services



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Subject: Job Search Requirements for VIEW Mandatory Refugees

To: ONS Resettlement Provider Directors

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Terms Used	LDSS	local departments of social services
	RSP	refugee service provider
	TANF	Temporary Assistance for Needy Families
	VDSS	Virginia Department of Social Services
	VIEW	Virginia Initiative for Employment not Welfare (TANF work program)

VDSS sent Broadcast 2914 to LDSS TANF and VIEW staff. It provides LDSS staff with guidance on serving VIEW mandatory refugees who receive employment services from a RSP. Attached is a copy of this Broadcast.

The guidance applies only to a refugee served by a RSP under contract with ONS. The ONS contract defines RSP employment services and provides the assurance needed by VIEW that a refugee is engaged in permissible employment activities. It is this contractual arrangement that demonstrates RSP employment activities meet VIEW requirements and allows the RSP “to take the lead in assisting the [VIEW mandatory] refugee in the pursuit of self-sufficiency.”

The Broadcast has procedures RSP staff must follow for the refugee’s employment activities to “count” towards his or her VIEW requirements. These procedures include actions needed at both the initial TANF application interview and at the subsequent VIEW interview.

Generally, the Broadcast says that the RSP staff:

- Brings to the TANF interview (1) a copy of the employment section of the CRP and (2) a consent form signed (or otherwise marked) by the refugee, which will allow the LDSS to copy the RSP on correspondence it sends to the refugee.
- Attends the initial VIEW assessment appointment with the client and explains to the VIEW worker the job readiness and job search activities the client is receiving from the RSP.
- Gives a monthly participation report to the VIEW worker no later than the fifth workday of the following month. The report indicates whether the refugee is satisfactorily participating in the RSP employment activities. The Broadcast does not define the format and content of this report; so, this may be a local decision by VIEW staff.
- Notifies the VIEW worker immediately when the refugee becomes employed.

Not all localities will need to refine their local procedures. If the RSP and the LDSS are satisfied with their existing local operations, no change is needed. Deciding if refinements to local procedures are needed is a joint effort of the local department and the resettlement provider. Each resettlement service provider has its own method of implementing its ONS contract. Each local department of social services has its own method of implementing VIEW policy. How these two agencies' methods blend will define local implementation of this Broadcast.

If ONS can be of assistance in any way, please contact Penny Boyd at the above address.